



# *Lunenburg Public Schools*

---

**Loxi Jo Calmes**  
*Superintendent of Schools*

## **SCHOOL BUILDING COMMITTEE MEETING**

**September 12, 2012**

**Brooks House – 7:00 p.m.**

### **Minutes**

#### School Building Committee

Loxi Jo Calmes, Superintendent  
Colleen Shapiro, SC Representative  
Michael Mackin, SC Representative, Chair  
Dave Matthews, BOS Representative - absent  
Nathan Lockwood, Planning Board Representative  
Mark Erickson, Finance Committee Representative, Vice Chair  
Mike Barney, Citizen-at-large - absent  
Brian Frank, Citizen-at-large  
Richard Cohen, Citizen-at-large

#### Advisors

Kerry Speidel, Town Manager - absent  
John Londa, Director of Facilities  
Brian Spadafino, LHS Principal

- 
1. 7:06 pm - Called to Order by Mike Mackin, Chair.
  2. Approved Meeting minutes from August 22, 2012, with the correction that Nathan Lockwood was present.
  3. Update on RFS: 14 OPM companies and 1 architectural firm attended the onsite facility tour on August 30, 2012. A few inquiries about RFS specifics have come in. Two proposals have been received to date with deadline for submissions September 13 at 2pm; more are expected to arrive. SBC members will pick up packets and scoring sheets (scoring sheets will also be sent electronically) at the Superintendent's office on Friday, September 14. Completed scoring sheets are to be returned to Mrs. Landi by late afternoon of September 24.
  4. Prepare for Interviews and updated timeline: Mr. Londa reviewed scoring sheet and the 5 criteria to be considered: 1. Relevant experience; 2. Knowledge of codes, procurement and Green development; 3. Project approach; 4. Project team; and 5. Firm qualifications. SBC members should make notes related to scoring and bring them to the meeting on September 26 in the event that a forced ranking needs to be put into place to determine a short list of interview candidates.
  5. Keeping the Public informed on Progress and Outcomes: Superintendent Calmes prepared an update for the town-wide edition of the Lunenburg Ledger that will also be posted on the District website. Future updates and timelines will continue to be submitted to local papers. Mr. Mackin will post meeting dates on the Lunenburg School and Community Facebook page. SBC representatives from Town Boards (Selectmen, FinCom, Planning Board, School Committee) will make detailed reports at their meetings. As the process moves forward public forums will be scheduled along with joint meetings between the SBC and School Committee. Upon selecting an OPM and obtaining approval from the MSBA, the SBC will work with the OPM to set up a communication plan to keep the public informed. Ms. Shapiro moved that Mr. Mackin act as the spokesman for SBC; Mr. Frank seconded the motion. All voted in favor.

*1025 Massachusetts Avenue, Lunenburg, Massachusetts 01462  
978 582-4100 ~ fax 978 582-4103*

6. Future Meetings: September 26, 2012, TCP Room 13, OPM Interviews October 2 & 4, 6-9 pm, TCP Room 13.
7. Adjournment: At 8:01 pm Mr. Erickson moved and Ms. Shapiro seconded a motion to adjourn.

Respectfully Submitted,

Colleen Shapiro, Secretary

c/50/1/2/13

**APPROVED 10-10-12**